

## NOTICE TO BIDDERS

- A. Sealed bids to provide all equipment, labor, and material to complete project titled:

**Bracken Library 1<sup>st</sup> Floor West – Installation of Carpet**

will be received in the office of Mark Keever, Purchasing Coordinator, Ball State University, Service & Stores Building, 3401 N. Tillotson Ave, Muncie Indiana, until **11:00 A.M.** Eastern Standard Time, **Tuesday, December 2, 2008.**

- B. Bidding documents are on file and may be examined at the following locations or on their website:

BSU Facility Management Office  
3401 N Tillotson Ave  
Muncie IN 47306

BX Indiana Construction League  
1200 S Madison Ave LL20  
Indianapolis IN 46225  
[www.construction-league.com](http://www.construction-league.com)

McGraw Hill Dodge  
437 N Illinois St  
Indianapolis IN 46204  
[www.dodge.construction.com](http://www.dodge.construction.com)

Bid Tool Plan Center  
One Oakbrook Terrace #510  
Oak Brook IL 60181  
[www.bidtool.net](http://www.bidtool.net)

M.A.C.I.A.F  
3215-A Sugar Maple Ct  
South Bend IN 46628  
[www.planroom@constructionsite.org](mailto:www.planroom@constructionsite.org)

ISQFT Indpls Planroom  
9901 Allisonville Rd  
Fishers IN 46038  
[www.ISQFT.com](http://www.ISQFT.com)

Reed Construction/Production  
30 Technology Pky S #500  
Norcross GA 30092  
[www.reedepr.com](http://www.reedepr.com)

- C. Scope of Work to include, but not limited to: Remove existing carpet and base. Carpet shall be taken to a recycling or a clean-burn facility. Install new carpet and base and clean-up newly installed carpet and surrounding work area.
- D. Pre-bid meeting in the BSU Purchasing Office: **Thursday, November 20, 2008 at 9:00 A.M.** Eastern Standard Time.
- E. Bid Documents, which include project manual, blue prints, bid forms and other related documents,(available in CD format only) may be obtained by contacting Mark Keever, Purchasing Coordinator or Linda Dudley, Purchasing Assistant, Service & Stores Building, 3401 N. Tillotson Avenue, Muncie IN 47306, Tel: (765) 285-1532, Fax:(765) 285-1756.
- F. Bid documents are also available to subcontractors upon request.

- G. Bids shall be properly executed, addressed to Ball State University Board of Trustees, submitted on Form 96, (revised 2005) as prescribed by the Indiana State Board of Accounts giving financial data as recent as possible and in no event older than 90 days.
- H. Each bid shall be accompanied by a certified check or bank draft, made payable to the order of Thomas J. Kinghorn, Vice President for Business Affairs & Treasurer of Ball State University, Muncie, Indiana, or by an acceptable bidder's bond for an amount not less than 5 percent of the total bid price
- I. All copies of the Bid, the bid security, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope marked SEALED BID. The envelope shall be addressed to Ball State University Board of Trustees and shall be identified with the Project name, the Bidder's name and address and, if the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope marked "SEALED BID ENCLOSED" on the face thereof.
- J. The contractor awarded work shall be required to furnish an acceptable surety bond in the full amount of the contract.
- K. Ball State University reserves the right to reject any bids or all bids, to make any combination thereof, to waive any informalities therein, and to return unopened any bids received after the time fixed herein.
- L. Bids received after the designated time for closing will be returned unopened. Bids may be withdrawn prior to the designated time, but no bids shall be withdrawn for a period of sixty (60) days thereafter.
- M. Visit [www.bsu.edu/purchasing/publicworks](http://www.bsu.edu/purchasing/publicworks) web page to view current plan holder list, bid results and updates and to obtain the Bid Document Request form.

BALL STATE UNIVERSITY  
By: Thomas J. Kinghorn  
Vice President for Business  
Affairs and Treasurer